

## S BRUNSWICK BD OF ED-02304860 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	05/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Corinne Santos-Hernandez 05/30/2019 12:26 PM	CAP Accepted			
	CAP Submitted KIMBERLY-ANN AHERN 05/14/2019 11:27 AM	<p>Letters were mailed home on 5.14.19 to all 4 families of the change in status.</p> <p>Families were given 10 days before the change takes place.</p> <p>Copies of the letters are available if needed.</p>			
	Flagged Corinne Santos-Hernandez 05/09/2019 01:48 PM	<p>There were 4 application errors that were found. Please refer to SFA-1 for more details.</p> <p>Application 3036 - [REDACTED] (Determined as Free Income on 10/22/18) Correct benefit should be Reduced.</p> <p>Application 346 - [REDACTED] (Determined as Free Income on 9/24/18) Correct benefit should be Reduced.</p> <p>Application 3050 - [REDACTED] (Determined as Reduced on 1/17/19) Correct benefit should be Denied.</p> <p>Application 75 - [REDACTED] (Determined as Reduced on 8/16/18) Correct benefit should be Free.</p>			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	GREENBROOK ELEM SCHOOL	325	05/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Corinne Santos-Hernandez 05/09/2019 01:32 PM	CAP Accepted			
	CAP Submitted MICHELE ARMSTRONG 05/06/2019 10:07 AM	<p>A breakfast was put in the system at lunch time which led to the over claiming for 1 lunch that day. Cashiers will be re trained in how to make a correction when a mistake is made and leads will be retrained to double check item sales VS production records.</p> <p>Reimbursement Vouchers must be checked edit checks VS item sales before submitting</p> <p>formal Training meetings will be complete by 5/8/2019 in all schools. refresher training</p>			

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		was immediate.			
	Flagged Corinne Santos-Hernandez 04/29/2019 04:56 PM	Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.  3/8/19 production record documents 190 reimbursable meals when 191 was claimed. This is an over claim of 1 for the lunch meal.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	BRUNSWICK ACRES	325		CAP Removed
<b>Corrective Action History</b>	CAP Removed Corinne Santos-Hernandez 04/17/2019 07:03 PM	CAP Removed			
	Flagged Corinne Santos-Hernandez 04/15/2019 09:38 AM	Breakfast counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.  After reviewing the documents for the review period (March 2019), there are 3 days that were under claimed. Please see below:  3/4/19 Total claimed was 176. Production record documents 177 3/5/19 Total claimed was 192. Production record documents 194 3/8/19 Total claimed was 218. Production record documents 219.			